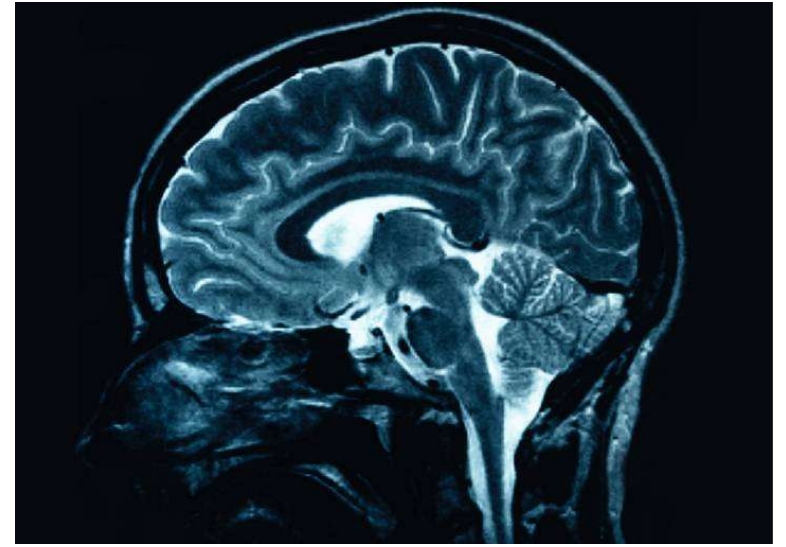




# **Introduction to Presentation Skills**

# **The Mind is a Wonderful Thing...**



**It starts working the  
minute you're born and  
never stops until you get  
up to speak in public.**

# **Class Goal**



**To enable the participants to comfortably present information and material in a professional manner**

# Class Objectives

- **Become familiar with the tools of the trade**
- **Stage presence**
- **Presentation staging**
- **Presentation content**
- **Adult learning**
- **Practice**
- **Performance**





# To Make Yourself More Comfortable Speaking in Public

- Know your Material (be prepared)
- Know your audience
- Know your platform
- Prepare your primary equipment
- Approach the platform with poise & presence

# Plan Your Success

## Five Questions To Ask:

- Who?
- What?
- When?
- Where?
- Why?



# **Introductions Presentation #1**



- **Stand up and tell us your name**
- **What do you do at FDOT?**
- **What types of presentations have you done before?**

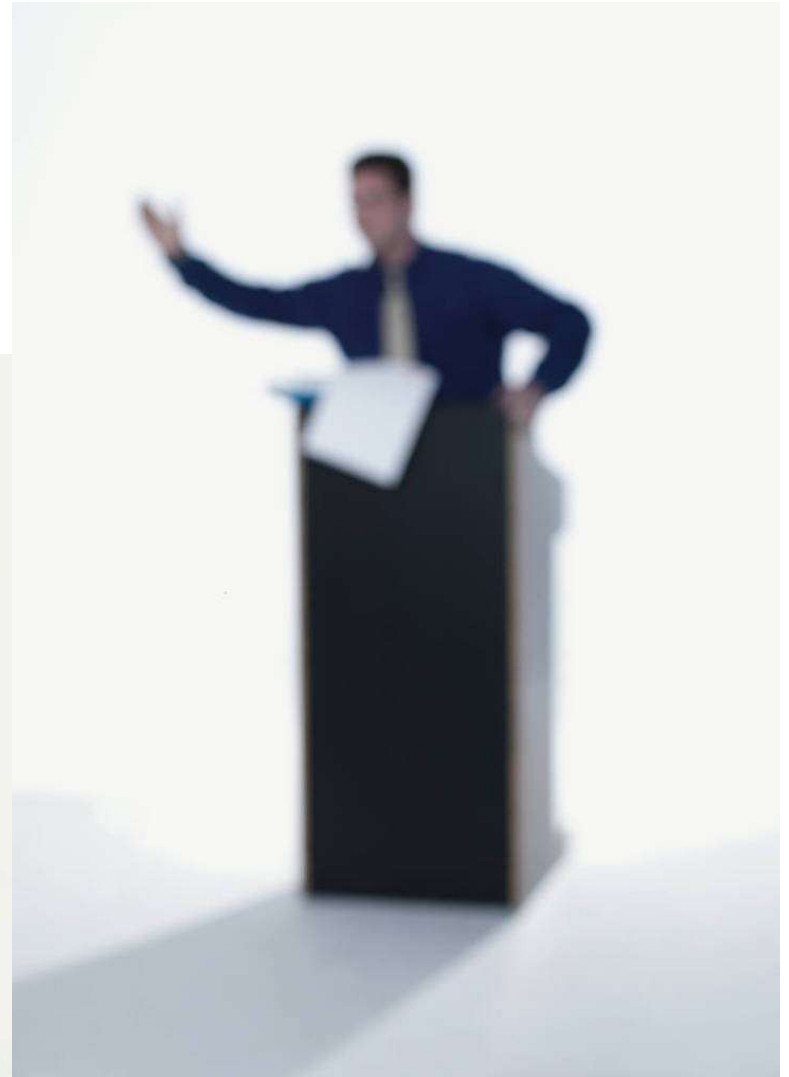
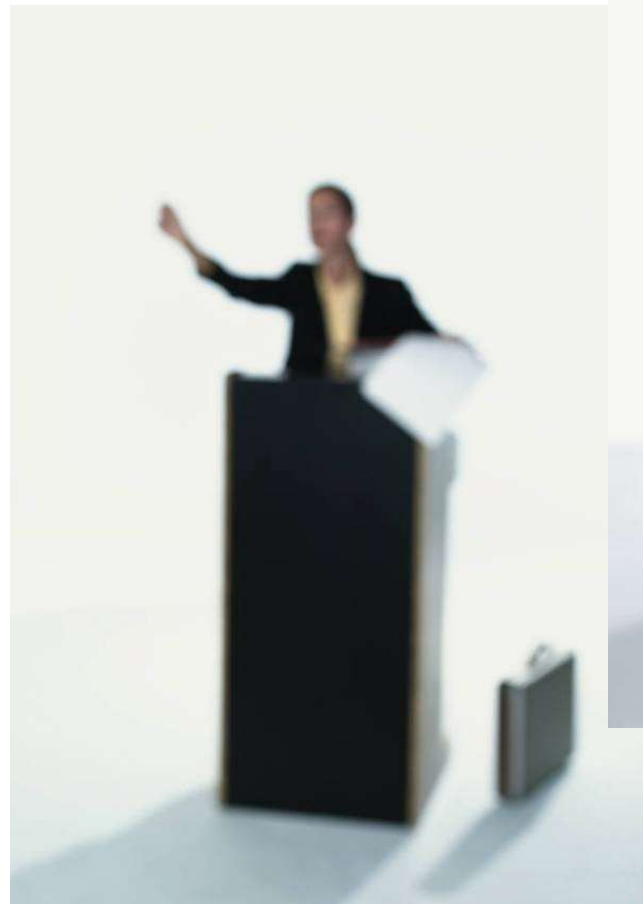
# Tools of the Trade

- **Lectern**
- **Microphone/  
Lavalier**
- **Projector**
- **Computer**
- **TV/DVD**
- **White board**
- **Flip charts**
- **Handouts**
- **Laser light  
pointers**





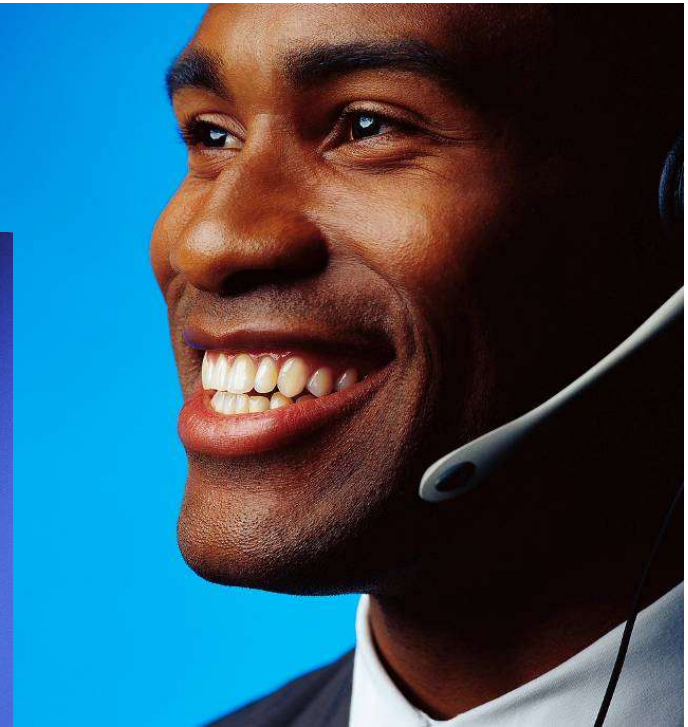
# Lectern



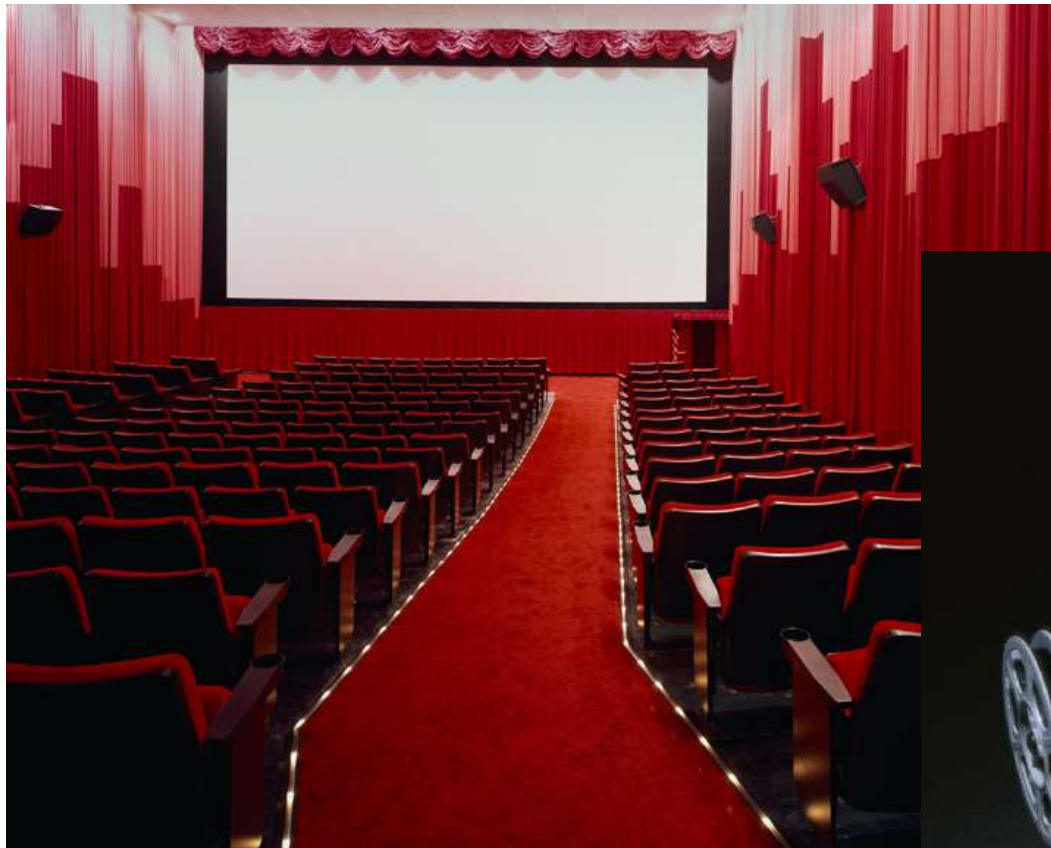
# Hand-held Microphone



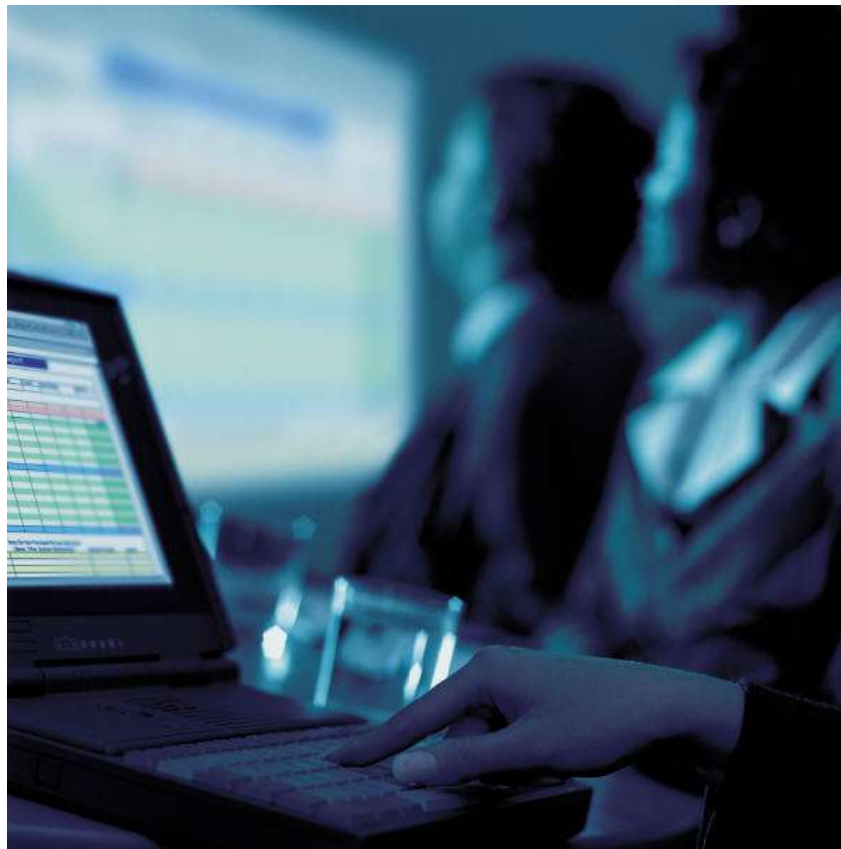
# Lavalier (lapel-clip on) Microphone



# Projector



# PowerPoint Presentations



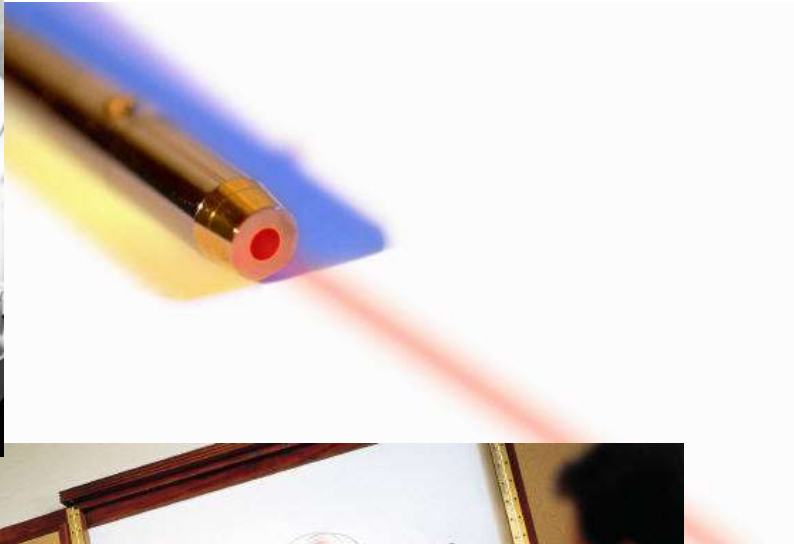
# DVD's



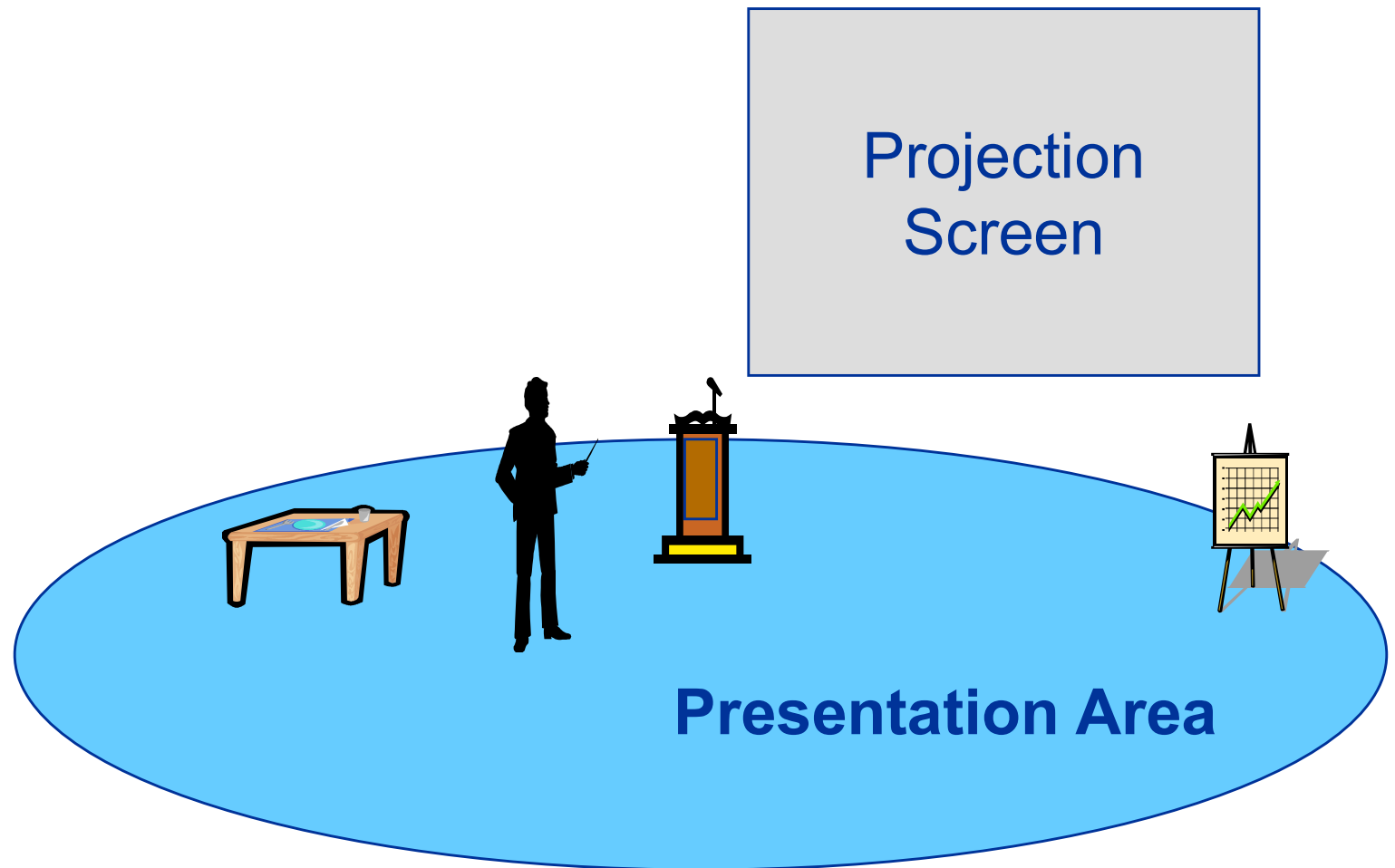
PLAY

STOP

# Presentation Aids



# Presentation Staging





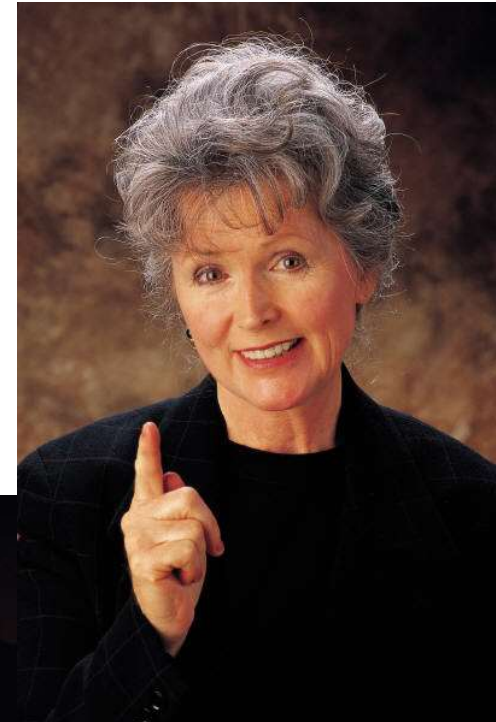
# Stage Presence

- **Stand on a 45 degree angle to your audience**
- **Look at people around the room as you speak**
- **Gesture naturally**
- **Project your voice to the back of the room**
- **Move around slowly, taking your cue from your audience**
- **Relax and have fun**



# Hands

- **Keep your elbows in to your side**
- **Let them move naturally**
- **Don't put both of them behind you or in your pockets**



# But if...

- **My audience is getting fidgety**
- **I see everyone yawning**
- **People are squirming in their seats**
- **If they have that glazed look in their eyes**



**It's Time for a Break**

**15 Minutes Please**

# Preparing a Presentation

## GOAL

What you want to present. A broad general statement for what you want to accomplish.

## OBJECTIVES

What you want the audience to know or be able to do at the end of the presentation.

## CONTENT

Information you will use to reach your objective.



# Points in Speaking



- Volume
- Tone
- Pitch (quality of highs and lows)



- Speed
- Language (no 'jargon')

# Practice Makes Perfect

For a successful  
presentation delivery

- Rehearse in front of a mirror
- Rehearse in a vacant room
- Rehearse in front of a video camera



# It's Showtime!

**“Act like you own  
the room,  
and soon enough,  
YOU WILL.”**



- **Know your purpose**
- **Know your audience**
- **Know your subject**
- **Practice**
- **Check your equipment**
- **Approach the platform with confidence**

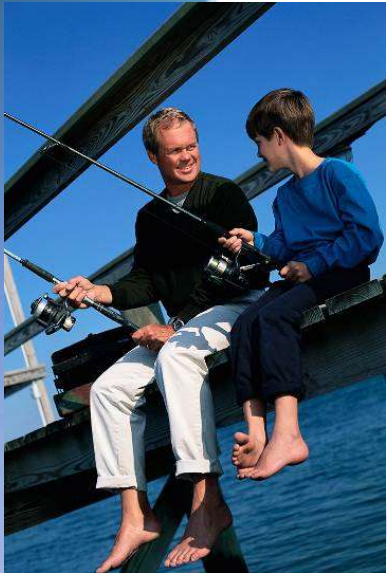


# **Individual Presentation**

**Prepare the goal  
and one objective  
for a 2-3 minute  
presentation to  
the class**



# Presentation Content



- **Something you do outside of work (ex. hobbies, activities, sports etc.)**
- **15 minutes to prepare**
- **2-3 minute presentation**



**Thank You  
for your time and  
your participation!**